

ASSESSMENT DEPARTMENT

2010 County Tax Bills – The 2010 County tax bills were prepared and mailed in January. Previous efforts improving our property owner address information and property sales recording procedures were rewarded by a greatly reduced number of misdirected and returned bills saving both staff time and the expense of duplicate mailing.

Tentative Assessment Roll – The 2010 tentative assessment roll has been filed and made available to the public, both in our office and online.

Board of Assessment Review– The Board of Assessment Review met to hold grievance hearings February 9th. They received a total of 29 complaints, 5 of which were ratifications of assessor/owner stipulations and 7 were dismissed for inadequate applications. The Board is planning on meeting one additional day to finalize decisions.

Real Estate Market – The ongoing trend of fewer home sales but gaining prices continues. In fact we would have to go back to January-February 2003 to find a two month period with fewer sales than the current period. The sale of a single commercial property (the former Davidson's Auto), along with the recent sale on Arsenal Plaza does seem to indicate that the values on our major commercial strip have remained firm.

City of Watertown Real Estate Market Snapshot -

	<i>Current Period</i> Jan-Feb 10	<i>Prior 2 Months</i> Nov-Dec 09**	One Year ago Jan-Feb 09	<i>2 month averages for last 2 years</i> <i>Feb 08 –Feb 10</i>
Single-family homes				
Number of valid sales	16	32	26	35
Average sale price	\$149,069	\$127,054	\$119,082	\$ 131,833
2 & 3 family homes				
Number of valid sales	2	7	2	7
Average sale price	\$116,500	\$98,743	\$140,750	\$106,363
Commercial				
Number of valid sales	1	4	1	3
Average sale price	\$1,200,000	\$155,375	\$95,000	\$1,283,008

**Includes previously unreported deeds and/or corrections.

CITY CLERK'S OFFICE

Marriages – Approximately 200 marriage licenses have been issued and 118 ceremonies have been performed since January 1st.

Intern - We have had an intern working with us for the past few weeks under the Employment & Training program. Nicole Carpenter is a junior at WHS. Her last day with us will be March 19th.

Historical Research - Deputy Clerk Elyse Frezzo completed research for Dave Shampine for a recent article that appeared in the Watertown Daily Times regarding the history of the bus system in the City.

CITY COMPTROLLER'S OFFICE

Delinquent County Taxes – The City Comptroller's office has been busy collecting the county tax bills. Below is a summary of the outstanding County tax amounts as of February 28th of each year presented.

	<u>Amount</u>			
	<u>Outstanding</u>	<u>Total Levy</u>		<u>%</u>
2/28/2010	\$ 510,250	\$ 7,044,660		7.24%
2/28/2009	\$ 492,589	\$ 6,824,153		7.22%
2/29/2008	\$ 448,581	\$ 6,783,958		6.61%
2/28/2007	\$ 486,362	\$ 6,555,805		7.42%
2/28/2006	\$ 638,840	\$ 6,196,711		10.31%

Parcels with outstanding 2010 county tax balances over \$5,000 are:

<u>Property Owner</u>	<u>Address</u>	<u>Amount Owed</u>
200 Washington St Assoc LLC	120 Washington Street	\$ 18,971
MGNH Inc	218 Stone Street	\$ 15,127
200 Washington St Assoc LLC	200 Washington Street	\$ 13,820
Watertown Center Dev LLC	144 Eastern Boulevard	\$ 13,447
Freeman Company Trust	1067 Marble Street	\$ 9,696
Franklin Factory Group LLC	210 Court Street	\$ 9,088
Arthur Rutsch	1240 Arsenal Street	\$ 6,753
Bottling Group LLC	1035 Bradley Street	\$ 6,715
David White	1004 Arsenal Street	\$ 6,448
Spurs LLC	957 Arsenal Street	\$ 5,936
Sanquist Properties LP	505 Washington Street	\$ 5,665
Paradise Companies 4 LLC	1025 Arsenal Street	\$ 5,565
Prime LLC	940 Arsenal Street	\$ 5,485
		<u>\$ 122,716</u>

ACH Debit Payment Plan – The City Comptroller’s Office, Water Department and Information Technology Department have completed the testing and set-up phase of the ACH module and are now accepting authorization forms to begin allowing water and sewer customers the option to pay their bills through an ACH transaction. The City’s ACH (Automated Clearing House) Debit Payment Plan is a free and easy program that allows the City to electronically withdraw funds from water and sewer customers’ checking or savings accounts on the due date for the amount of their current bill. To date we have received thirteen authorization forms to enroll in the program. Authorization forms can be obtained from the City Comptroller’s office, Water Department or from the City’s website. The next service to be reviewed for applicability of the ACH payment option is the refuse tote invoices.

Sidewalk Special Assessment Program - The City mailed follow-up letters to 27 property owners on March 5th regarding outstanding sidewalk invoices. The letter was sent to inform property owners that they had one last chance to be included in the 10 year special assessment program. Signed enrollment forms must be received by March 19th to be accepted. Failure to either enter the 10 year program or pay the invoice in full will result in the invoice being added in full to the 2010-11 City tax bill issued in July. The status of all of the invoices is as follows:

<u>Status</u>	<u>Number of Properties</u>	<u>Amount of Invoices</u>
No response	24	\$ 20,702
Enrolled in special assessment program	40	\$ 47,839
Paid invoice	<u>30</u>	<u>\$ 34,844</u>
Total	<u>94</u>	<u>\$103,385</u>

CIVIL SERVICE DEPARTMENT

Annual Report to Albany: The annual report to the NYS Department of Civil Service was completed and signed by the Commissioners at their meeting held February 16th. Between the City of Watertown, Watertown City School District, Watertown Housing Authority and the Flower Memorial Library, this department provides services for 586 employees (not including seasonal appointments) of which 316 have competitive status. Our provisional appointment rate remains low (total of 5 employees) and is less than last years report.

Exam Fee Report to Albany: The City is required to pay the NYS Department of Civil Service a percentage of exam fees collected for those exams rated in the calendar year (not necessarily held in the calendar year). In 2009, a total of 313 answer sheets were rated from 25 exams offered by this department. The fee paid to the NYS Department of Civil Service was \$2,728. Application fees can be waived for those candidates meeting the requirement of unemployed head of household, receiving Supplemental Security Income, or receiving public assistance from a state or local social service agency. Five candidates in 2009 met the requirement and I expect more requests for fees to be waived in 2010. The City is not required to pay the State for those exams where fees were waived.

School District Portion of Civil Service Expenses: According to NYS Education Law, §2503(16), the Watertown City School District is required to pay a portion of the annual

expenses of this department. The portion of expenses invoiced to the school for 2009 was \$27,085.18. This law covers only cities that provide services; counties are not eligible for reimbursement. The Watertown Housing Authority and Flower Memorial Library are not, nor can they be, charged a portion of the expenses for this department by law.

Fire Chief Exam Results: We are still awaiting the results of this exam. It is hoped that the results will be received in time for the list to be established at the March meeting of the Commission.

Job Classification/Compensation Survey: A total of 82 job specifications were revised and distributed to Department Heads for review.

CODE ENFORCEMENT

Building Permits –Received and are currently reviewing building plans for: build out at Watertown Savings Bank, Commerce Park Dr.; Samaritan Medical Center, Boiler Room; Transitional Living, Phase I, Bathroom Upgrades, Black River Parkway; Friendly’s Restaurant, Demolition and Rebuild, Arsenal St.; Fairfield/Marriott on Gaffney Dr./Commerce Park Dr.; plans for the Inn on Arsenal St.; Rent-A-Zone, Public Square, rehab of upper floors into apartments. This office has issued 15 Building Permits for new construction and demolitions, and 16 Maintenance & Repair Permits.

Complaints – This office received and investigated a total of 156 complaints, with 10 cases being referred to DPW for compliance and 3 cases being referred to City Attorneys.

Personnel –Tom Johnston and Carolyn Meunier, Code Enforcement Officers, continue overseeing new construction and maintenance and repairs to properties issuing related permits. Tom maintains inspections on the progress of the Samaritan Medical Center Parking Garage and reviewing the plans for upcoming upgrade to the boiler room. Tom also has been assigned and currently reviewing the plans for the Fairfield/Marriot Hotel. Carolyn Meunier carries on monitoring the renovations of Riverview Apartments, Newell St. Ten (10) Certificates of Occupancy have been issued for five (5) one story and five (5) two story apartments. Ms. Meunier presently is reviewing plans for the demo and rebuild of Friendly’s Restaurant on Arsenal Street.

Appearance Tickets – This office issued another 5 Appearance Tickets to City Court to owners of City properties for a range of violations from trash and debris to New York State Property Maintenance Code violations.

Buildings and Grounds – On Thursday, March 5, 2010, Shawn attended a review of the Geo-Thermal heating system at Indian River School with other City officials for possible upgrades to the City Hall heating system.

ENGINEERING DEPARTMENT

Breen Avenue- The project is currently being designed in-house by department staff. The project has been approved by the Council to proceed in 2010 at the March 1st Council Meeting. A public meeting will be held on April 7, and the bid date is scheduled for April 12, 2010. Construction will start as quickly as possible after the approvals from DEC and DOH are granted and the contractor has submitted the required insurance and bonding documents.

Gaffney Drive Sewer Upgrade – The Engineering Department has designed the upgrade of the gravity sewer north of the pump station and prepared plans for acquiring the gravity sewer across the Stateway Plaza property, and is evaluating the pump station for upgrade. The gravity sewer will be replaced by DPW crews, and the easement is pending negotiations with the property owners.

VPP Stimulus Funding- The Engineering Department is processing and managing the Pass Through contract with the NYSDOT for Vendor Placed Paving (VPP) for mill and fill paving projects for Washington Street and Arsenal Street 100-200 Blocks. The City Council approved the agreement in April 2009. Engineering is responsible to administer the Pass-Through Agreement, provide construction inspection, and conduct the mandatory project safety audit (SAFETAP). The Arsenal Street portion was completed in September 09. Washington Street is to be paved in the spring of 2010.

Dosing Station Dam Repair- The Department is moving ahead with plans for structural repairs to the Dosing Station Dam. The project entails scour repair and concrete repair to eliminate the leakage of untreated water into the settling basin. This will reduce the amount of chemicals required to treat the water and also may reduce the occurrence of Disinfectant Byproducts in the water system. This work is broken into two phases. Phase 1 is programmed for the 2010 construction season. Phase 2 is projected to be complete in 2011. The plans have been submitted to the NYSDEC and the USACE for permit approval. The department is compiling additional information that was requested from both agencies to gain the approvals.

J.B. Wise Parking Lot Reconstruction - The Design Services Agreement with Lu Engineers was approved by the Council in June 2007. The final plans and specifications are nearing completion. The project is on hold until FY 10-11 unless stimulus funding becomes available. A contract for construction inspection services is being prepared, with a scheduled start date in the Spring of 2011.

Greensview/Ives Sanitary Sewer - Updating plans and bid book for bid in spring 2010. The department is preparing for a meeting with the property owners. The plans were submitted to the NYSDEC for approval. The Massey Street portion of the work is projected to be done in July-August and the golf course section is slated for late in the fall.

Sidewalk Program –The 09-10 district was approved by the Council in December. A public hearing was held on February 1, 2010. Work will start in late April or early May.

NSTS – Bat-Con Inc., Marcellus, NY. Work started on October 26, 2009. The liner in the sewer main has been installed. The liner for the manholes will be installed when the weather improves.

Riggs Ave – The preliminary design is complete. A public meeting was held in August 2008. Final plans and specifications are nearing completion. There is currently 1 easement outstanding for construction. This project is scheduled for FY 2010-11.

Barben Avenue Reconstruction- In-house design is underway for the street reconstruction from Washington Street to Holcomb Street. The project is scheduled for FY 11-12.

Clinton Street Reconstruction- In-house detailed design is underway for the street reconstruction from Washington Street to Holcomb Street. Project is scheduled for FY 13-14.

N. Michigan-Bronson St. –The project is currently being designed in-house by department staff. The project is scheduled for reconstruction in FY 2014-15.

CSO Long Term Control Plan (LTCP)- The Council approved the design services agreement at the December 18, 2006 meeting. The completed model of the five basins and final report was received in March 2008. The department is working for approval to conduct modeling of four additional basins with the consultant. WWTP staff prepared the LTCP and submitted it to the NYSDEC by Dec 1, 2008. Additional information has been provided to the DEC and EPA. A meeting with the NYSDEC was held on January 6, 2010 in Utica. The City has until August 2010 to complete revisions to the LTCP and submit it to the DEC for final review.

NYSDOT Arsenal Street Reconstruction – A final walkthrough of the project was held, and we are awaiting final transfer of the Western Blvd parcel.

WOTS Lining – Plans and specifications are being prepared for the installation of a slip liner in the section of the Western Outfall Trunk Sewer (WOTS) from Wealtha Ave to the overflow device at the WWTP. The liner system will be similar to what was installed on the NSTS. This project will fix the massive amounts of infiltration and inflow that is leaking into pipe from the drainage ditch located above it. This is required to meet the criteria for the LTCP with the DEC.

Franklin Street Sidewalk – The Engineering Department is working with the Planning Department to facilitate the design of improvements to the sidewalk, curbs, ornamental lighting, and grading. The preliminary designs prepared by a consultant have been reviewed and staff is working with the private utilities to resolve conflicts in the project area. Engineering anticipates providing inspection coverage during construction to help the project stay within budget.

Bicentennial and Marble Street Parks – The Engineering Department is working with the Planning Department and DPW to provide engineering support and construction inspection coverage during the in-house construction of the parks.

Fire Department

2008 Assistance to Firefighters Grant - The Fire Department has placed into service all of the equipment that was purchased under this grant. The last components purchased were a new twenty horse power air compressor and fill station for our SCBA cylinders, and personnel escape rope systems for firefighting personnel.

2009 Assistance to Firefighters Grant - The Department received notification from Senator Schumer's Office that we had been awarded a grant to purchase 3 thermal imaging cameras.

Training - In December, the New York State Office of Fire Prevention and Control (OFPC) completed training of department personnel on Medium Structural Collapse Operations for interior shoring. This is a two day course focused on the design and construction of shoring needed to support a collapsed building.

In January and February, members of the department received training on the personnel escape rope system using a building at Maywood Terrace. The Watertown Housing Authority allowed the department to train in a vacant apartment so members could practice descending from a second floor window using the rope system. Currently six personnel are certified by the manufacturer of the system to instruct department personnel.

Members of the department are refreshing their EMT-B certifications. This training includes CPR as well as AED (Automated External Defibrillation). Participating members will take their NYS practical and written exams in March, and get their results in May of this year.

Operations - The department responded to 808 calls during December, January and February with 28 being fire situations and 490 being medical calls. Two of the fire incidents, of note, were at 129 N. Indiana Avenue (an upstairs apartment) that occurred on December 4th, and 207 Central Street (a duplex) that occurred on January 6th. There were no civilian injuries at either fire. However, there was a loss of a family pet at each of these fire incidents.

Fire Prevention - In addition to the normal workload (31 furnace installation permits, 2 LPG installation permits, numerous complaints filed with Codes) much of their time was spent processing, analyzing, and following up on issues found during company level inspections. In total, the Fire Prevention Bureau (FPB) followed up on approximately 110 open complaints and violations that were referred to them.

The Bureau also conducted plan review(s) for 4 major project proposals in the City of Watertown. They assisted and advised on renovation work at the Agricultural Building that included extension of the sprinkler system and a re-posting of the facility's occupancy. They were very involved in helping to identify and correct deficiencies related to the Riverview Development Project on Newell Street.

In January, staff personnel participated in Work-Force 2010 sponsored by JCC and The Greater Watertown Chamber of Commerce. In total we conducted approximately 25 interviews with high school seniors who showed an interest in careers in the fire service.

FPB spotted and placed 5 additional KNOX boxes and processed 4 additional orders to install Knox Boxes. These boxes are part of an ongoing plan to eliminate the current key entry system.

Department Personnel counseled 3 young people who were referred to our Juvenile Fire-Setters Program and twenty six needy families received smoke detectors

FLOWER MEMORIAL LIBRARY:

Snowflake Festival – Official attendance figures for the 4th annual Snowflake Festival on January 23rd was 376 people, which was a slight increase over previous years. Also, we had 17 volunteers, some of whom returned to volunteer for the “Fancy Nancy” event on February 19th. The event generated both a newspaper article (with a fantastic picture!) and a weekend news story. The Science Museum participated with several hands-on exhibits for the children to enjoy. The Children’s Librarian reports that this was the best Snowflake Festival we’ve had - lots of participants, plenty of volunteer help, media coverage, and no shortage of food or supplies. Everyone seemed to enjoy themselves thoroughly!



Library Program February Break – We had four special programs at the Library during the February 2010 school break. Amanda Tehonica planned a Mardi Gras party for the teens. They decorated masks with feathers and sequins; listened to Jazz; enjoyed a King Cake and other refreshments and once the masks are on, they showed off their dance skills. On February 19th, she popped some popcorn and screened **G.I. Joe** for the kids.

Children’s Librarian, Ginger Tebo also had a movie session for the younger set—**Hotel for Dogs** enjoyed a very good attendance of children and parents. Ginger’s other program—the “Fancy Nancy Soiree” was wildly popular. Over two hundred participants showed up in their finest dress-up clothes to celebrate their enjoyment of the popular series of books by Jane O’Connor. All the little girls enjoyed Fancy Nancy stories, curtsy lessons, craft tables to make fancy accessories and refreshments consisting of pink lemonade and cookies.



INFORMATION TECHNOLOGY DEPARTMENT

Hydra sewer modeling - Hydra software was installed on the City's Citrix system. Previously this application was restricted to an individual computer limiting its utility. Moving the software to the network permits the application to be accessed from multiple workstations while restricting the application to one running instance.



A consulting firm uses the Hydra application remotely to perform analysis on the City's data saving cost of travel time and the need to dedicate a computer for the consultant's use while working on premise with the application and data set.



Water Administration - Staff from the Water Department are evaluating the WorkDirector application to improve workflow between the administrative office at City Hall and the Distribution Facility on Huntington Street. Currently there is limited visibility and tracking of work requests that originate at the Administrative office and some delay in generating billing information after a project or service has been completed.

Implementing the existing work order system will help resolve these issues, streamline communications, tracking and billing and leverage in-house experience. The system is already configured in the Citrix system and the fiber connections to the Huntington Street facility makes deploying the application to the Distribution Facility simple.

Water Distribution - Staff are also evaluating the WaterView module in Cartegraph for use in the Distribution. The application is similar to the SewerView Module that is currently being implemented and integrated with GIS.

If implemented the City would be moving to a comprehensive integrated system for asset management which could be further extended to other functional areas. The value of having the same data system and base software in use throughout the organization is obvious in terms of training, staff skills, utilization and functionality. Common applications, common skill set, increased utilization and visibility into the data are all very desirable characteristics for improving management, lowering operational cost and gaining strategic insights for long-term planning and budgeting.

Congressional Non-Defense Appropriations Funding Requests - Applications for funding the following projects were developed and submitted to Senator Schumer and Senator Owens by staff from Engineering, Water, Public Works, Police, Information Technology and the City Manager's Office.

- ✓ Construction of a secure Sally Port for Secure Prisoner Transport into City Court
- ✓ Parallel Main - Engineering and design of a new water main parallel to the water main to the finished water reservoirs.
- ✓ Arena roof rehabilitation - funding for replacement of the existing arena roof to include surface coating of the steel framing, installation of interior ceiling panels,

SPECIFIC Features

Forms & Reports

- WATERview-specific forms include: Mains, Hydrants, Laterals, Meters, Valves, and Pumps
- 64 pre-defined reports including: Scheduled Activities, History, and Inspection

Features

- Water backflows has its own page
- Ability to associate a value to multiple mains
- Record and locate main breaks
- Track water meter replacements
- Record network connectivity
- Supports customer accounts for water laterals

Online Libraries

- Water component libraries
- Create custom library entries

Inspections

- Calculate Overall Condition Index

CarteGraph Module Integration

- Associate asset records to work orders in WORKdirector
- View and edit water data in ArcGIS with GISdirector

fire suppression piping replacement and necessary frame strengthening to support photo voltaic panel array installation.

- ✓ CSO Abatement Engine Street Outfall - Design for the abatement of impacts to the Black River resulting from the combined sewer overflow at the Engine Street Outfall
- ✓ FCC Radio Compliance - Funding for meeting the FCC Radio Compliance Mandate for non-federal public safety radio licensees to bring the 54 25kHz radios operated by Public Works 25kHz radios into compliance.
- ✓ Disaster Recovery for computer systems to mitigate the risk that a disaster incident that impacted computer systems would prevent delivery of vital services to the community.

Helpdesk Activity - KVS (Financials)- Installed and tested several periodic updates and began testing the ACH option in conjunction with HSBC in December. February, all issues have been worked out regarding the necessary file layouts and the ACH is ready for use. Reviewing Accounts Receivable and the Utility Billing modules to see which might work best to implement ACH for Tote Billings in the future.

IMPACT (Police) - In December, we began installing and testing the Impact Court Module for Parking Tickets. Issues are still being resolved with synchronizing the fields on the vendor's end before it goes into live production. Some further modifications are needed to perfect the handheld unit.

Numara (Helpdesk) - Updated to V7 and relocated database to consolidate databases. Plans are to move the application software into the Sun Blade system and eliminate older equipment currently housing the application.

Cartegraph - Updated to V8.1 and relocated project home directory to reallocate disk space. This was completed prior to the training sessions for Sewer and Pavement View.

GIS Mapping Requests

The Planning Department requested a 24"x 36" proposed zoning change map for 1175 Water St as well as a PDF of same.

Two requests for 100' proximity mailing address analyses were received from the Planning Department and 12 notification letters to property owners surrounding various parcels to be auctioned were created for the Office of the City Comptroller.

The Planning Department submitted a request for 4 24"X36" as-built maps and PDFs for the NYS Office of Parks, Recreation Project for submission for final funding. These included: Veterans Riverwalk Park, Factory Square Park, Whitewater Park, and Fairgrounds Trail Park. (This project took several weeks due to various requirements, revisions and



insertions specific to the project parameters. After submission, the Grant Auditor requested inclusion of the recognized prehistoric archeological sites in the Fairgrounds Trail Park map.)

The Water Department requested a 36" X 48" hydrant map with hydrant ID labeled for verification and update of their water distribution map.



The Transportation Coordinator for the City of Watertown School system requested a replacement for the City Roads map at the same tilt (21 degrees) and size (30"x39") as currently supplied by the Engineering Department.



The current City Map is a product of the Engineering Department dating from the 1980's. A request from Jefferson County Social Services for an updated City map prompted a review of its current format and content. A new updated map is being developed following the design and content requirements of the original, including current updates. The new design has been submitted to Engineering for review.

The Citibus color and black and white route maps were revised and updated.



Developing a Firehouse database to support a network (web) based application. Created new GIS layers to support multi-family and multi-destination sites within the GIS database. This will allow GIS queries to support the existing Firehouse database to be used in the Fire Department's web application. Staff is working to reconcile approximately 400 inconsistencies in addressing between the Fire Department's address list and the Real Property address list. These inconsistencies arise due to differences between "Occupancy" and "Parcel", i.e. - a single address may contain multiple "occupancies".

All Fire department maps were consolidated onto the GIS server to streamline access, management and future updates.

Work continues on a new GIS Web portal to consolidate and simplify access to City GIS data. A beta version is progressing through the review stage.

Integrated Separated Sewer Database by restructuring the GIS sewer database to match the structure of SEWERview and STORMview modules. This allows integration of the existing sewer records within the Cartegraph application for asset tracking, work orders and record keeping.

Staff is reviewing proposals for termination of fiber in the Waste Water Treatment Plant to complete the network in that facility. This project will eliminate legacy coax network cabling and provide network connectivity throughout the plant for future instrumentation improvements.

Electric Dept staff are working to complete the fiber connection to the Jefferson County Public Safety Building. Anticipated completion is June 1, 2010.

PLANNING DEPARTMENT:

Bicentennial Park and Marble Street Park – The design work for this project has been completed and the project was put out to bid twice, most recently in December of 2009. The bids received at each of the bid openings were higher than the City's construction budget and were therefore rejected. After discussing the project at the City Council's January 11, 2010 work session, it was decided to have the Department of Public Works construct the projects. This will enable the City to complete the projects within the construction budget and at the same time get reimbursed for some of our staff costs. Construction is expected to begin this spring.

Black River Park Signs – The new signs for the waterfront parks have been installed by the Department of Public Works. New signs adorn several recently constructed parks such as Factory Square Park, Whitewater Park and the Fairgrounds Trail. Signs were also installed in existing parks such as Marble Street Park, Waterworks Park, Veterans' Memorial Riverwalk and Bicentennial Park. Funding for this project was provided by the NYS Department of State through a 2006 EPF grant and matching funds from the City.

CDBG Application – The City Council has authorized a 2010 CDBG application for a City-wide housing rehabilitation program. The project will focus on owner occupied properties and will support rehabilitation of substandard homes throughout the City with preference given to lower income owners who have been unable to maintain their homes because of the limited income they have available to cover that expense. The project will also be available to lower income households who want to buy and rehabilitate properties.

Franklin Street Streetscape Improvements – Last August, the City Council authorized Staff to apply for an amendment to the City's 2007 Small Cities Community Development Block Grant to allow the City to complete streetscape improvements on both sides of Franklin Street from the end of the Public Square Streetscape Project to Goodale Street. The amendment was approved and the City has hired Lu Engineers to complete the design work for the project. The design is nearing completion and the project is expected to be out to bid this spring and under construction by the summer.

Local Waterfront Revitalization Program – The draft of the City's Local Waterfront Revitalization Program (LWRP) has been completed and the City has initiated a coordinated SEQRA review. After the SEQRA process is finished, the City Council will be asked to accept the Draft LWRP as complete and refer it to the New York State Department of



State for the 60 day review by State and Federal agencies. The Draft LWRP document can be found on the Planning Office's page of the City's website, www.watertown-ny.gov.

Planning Board – During the last two months, the Planning Board has considered a variety of applications including a site plan for the construction of a 4,095 sq. ft. Friendly's Restaurant located at 1233 Arsenal Street, and a site plan for the construction of 3,900 square foot McDonald's Restaurant at 1809 State Street. Both projects are rebuilds of the existing facilities and are expected to be under construction this spring. The Board also considered a request to approve a minor subdivision at 747 Ball Avenue and a request to change the approved zoning classification 1175-1185 Water Street from Light Industry to Neighborhood Business. Finally, the Planning Board considered a Special Use Permit request submitted by Cowlco Alloys & Metal, Inc to allow a sweat furnace operation located at 301 Pearl Street.

Riverview Plaza – This project is nearing completion. Certificates of Occupancy have been issued for 10 units.

Sewall's Island – Most of the field work for the brownfield investigation has been completed. We plan to present the findings at the City Council's April work session.

Street Tree Program – The City has applied to the Northern New York Community Foundation for \$4,500 in funding through the Carolyn Whitney Fund. If approved, this grant will partially fund the City's spring tree planting project and will pay for a total of 55 trees and related supplies. The trees will be planted at various locations throughout the City. Staff is also working with the Watertown Noon Rotary Club to assist with their spring tree planting which coincides with the City's. The Rotary's funding of \$2,000 will enable the planting of 30 trees at a location that is to be determined.

Arbor Day 2010 is scheduled for April 30, 2010. Tree Watertown plans to celebrate Arbor Day with the planting of 10 trees in a neighborhood setting to illustrate the impact that a small planting can have on a neighborhood. Details regarding the time and location of the event will be forthcoming.

Tree Pruning and Training. The New York State Department of Environmental Conservation and the Planning Office hosted a tree pruning workshop on February 9, 2010. Seven (7) DPW employees from the Buildings & Grounds crew attended this workshop which consisted of both an indoor and outdoor training session. The workshop prepares the Buildings & Grounds crew for the annual spring tree pruning project. The City's street trees are geographically divided into three (3) sections; the north side, southeast side and southwest side, which ensures that the pruning of all recently planted City street trees is completed on a three (3) year rotation. This year's project will focus on street trees which were planted within the southwest side of the City. Upon completion of this years pruning program 750-1000 recently planted trees will be pruned for structure, form and clearance.



Wayfinding Signs – All of the materials needed for the fabrication of the wayfinding signs have been purchased and the Department of Public Works has begun producing them. Once installed, the signage will provide direction throughout the City to various venues such as Thompson Park, the Fairgrounds, our River Parks as well as JCC, the Library, the Historical Society and the Sci-Tech Center. This project was part of the Downtown Awareness Project and was funded by a 2003 EPF Grant from the Department of State and matching funds from the City.

POLICE DEPARTMENT:

Training – Watertown Police officers have been going through annual in-service training. The training began on January 25th and went through March 2nd. The curriculum consisted of 14 hours and covered in the three day period were the following topics: Law Updates, Social Networks Sites, DNA collection program, Plain Clothes/Off Duty encounters, First Aid, US Marshalls flying while armed certifications, Domestic Violence law updates and rules and regulations review, Firearms Simulator Training (courtesy Fort Drum Training), Active shooter training (classroom and practical exercises), In car computer training. This training satisfies 14 of the 21 hours required by the NYS accreditation program. The remainder of the hours will be made up in a spring and fall firearms training.

Computer Program – In February we upgraded the computer software in our patrol cars. Working with our IT department and IMPACT we had installed on our car computers a program called “desktop”. This now allows officers the same capabilities as the desktop here at the PSB. By using newer technology and licenses there is no program that officers must come to the station to use. The old program, AMO had some restrictions as the volume of data that could be sent to it. This change entailed downloading software onto the desktop that has more capabilities. This change is keeping up with current changes in technology and will allow officers to have more information at their fingertips. We are still sending the data from the server to the patrol cars laptop via a wireless air card.

Public Safety Building Tour – On January 20th City Council Member Teresa Macaluso and City Manger Corriveau were given a tour of the Public Safety building. The tour lasted for 45 minutes and showed the physical layout of the building and we explained the functions of the different commands of the PD, including administration-records, investigations and patrol.

Notable Cases – January February 2010

In January, WPD officers were sent to the Hampton Inn for a criminal mischief complaint. While investigating this complaint officers were advised that the occupants of the room that was vandalized were suspected of being involved in prostitution and that they were advertising on Craigslist. WPD Detectives were notified and became involved in the case.

Interviews were conducted and undercover detectives found the ad on craigslist and placed a call. A meet was arraigned at another motel and after the two females agreed to have sex for a fee, they were arrested. Charged with prostitution and promoting prostitution were two women

one from Brooklyn, NY age 17 and a 21 year old from North Carolina. A 35 year old Brooklyn man, a companion of the two females, was charged with felony criminal mischief for doing \$2,500 dollars worth of damage to the hotel room. This included holes in the wall, dents in a steel door and broken glass caused by firing a BB gun in the room.

On February 3rd, Watertown Police Detectives arrested a 28 year old Parolee and charged him with 8 burglaries in Watertown. Police have linked the suspect to burglaries over the previous month at Arties Tavern, 2 break in's at BJ's, Shooties, Ryans Jet Gas, Jeans Bean's, Cole Muffler and the Medical Center Pharmacy. They also solved two burglaries for the Sheriff's Dept. at Walsh's Pub and Dundee's Tavern. This arrest also assisted the State Police with closing one case outside the city; their case was a residential burglary on Plaza Drive. Detectives were not able to recover the cash stolen but did recover property including TV's and other electronic items. The suspect is currently in the Jefferson County jail awaiting action on these charges as well as a parole violation.

The Drug Task Force and WPD detectives arrested a 25 year old Watertown man on February 10 for possessing 10 ounces of cocaine valued at \$30,000 dollars. The man was stopped on Rt. 81 in his 2009 Mercedes Benz. He has been charged with first degree criminal possession of a controlled substance, a class A-1 felony. The suspect was remanded to the Jefferson County Jail pending grand jury presentation. This investigation shows how lucrative the drug trade is when suspects have such a large quantity of illegal product and a motor vehicle worth \$45,000 dollars.

DEPARTMENT OF PUBLIC WORKS:

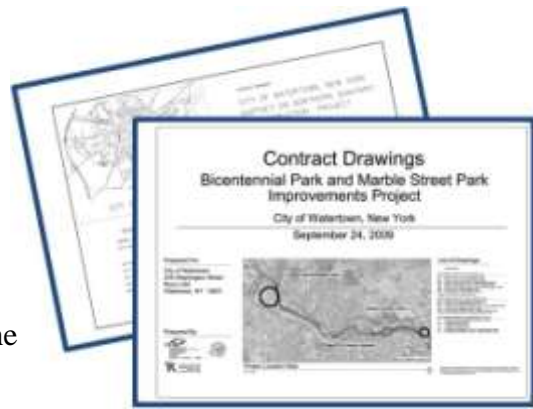


Snow Removal Operations – Seventy-eight inches (78”) of snow has fallen on the City this season. Snow removal operations are taking place around the clock. These snow removal operations include the sanding, plowing, and removal of snow from the City's streets, parking lots, crosswalks and sidewalks. Since the beginning of the season crews have logged a total of 8,492 man hours and 6,849 equipment hours performing snow removal operations. The department has also ordered 2,241 tons of salt, which will be used during snow removal operations.

Sanitary and Storm Sewer Infrastructure – Sewer crews have investigated a total of fourteen (14) sewer back-up requests. Crews have also reset a damaged catch basin frame and made repairs to a sewer main on Flower Avenue East. In addition to the repair work crews performed maintenance operation on a Kelsey Creek combined sewer overflow structure.

Gaffney Drive Sanitary Sewer Reconstruction Project – The DPW has received the plans for the Gaffney Drive sanitary sewer reconstruction project. The department is currently reviewing the plans and developing the quantity take-offs, job cost estimates and the project schedule. The sewer crew also cleaned and televised the Glenn Avenue sewer to ensure the sewer will receive the sanitary flows from Gaffney Drive via the bypass pump while the reconstruction work is performed.

Bicentennial and Marble Street River Parks Improvement Project – The DPW has received the plans for the Bicentennial and Marble Street River Parks improvement projects. The department is currently reviewing the plans and specifications to develop the quantity take-offs, job cost estimates and the project schedule.



DPW Administration Building (521 Newell Street) Facility Improvements – The Electric Department removed the abandoned electrical service, conduit and wiring that was in place for the relocated standby generator, transfer switch and main disconnect. The distribution panel directory, located on the third floor, was updated to reflect the changes and the service disconnects, located on the second and third floors, were re-labeled. In addition to this, the department also replaced and labeled the outdated service disconnect for the paint/blacktop building (521b Newell Street). The salvageable equipment was placed in the

department's inventory.

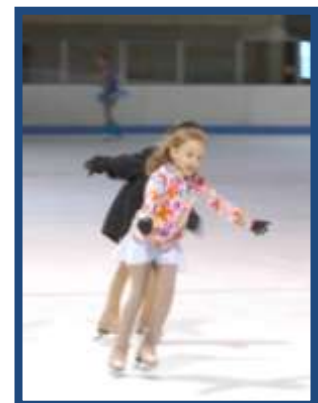
River Parks Signage – DPW crews constructed the concrete foundations and installed the ornamental posts and signage for the City's river parks. The signs were installed at nine (9) locations throughout the City, as identified by the Planning Department. Crews will return to each location in the spring to complete any necessary site restoration work.



Way-finding Signage – The way-finding signs and location map have been finalized and received by the department. Public Works has ordered the materials and hardware necessary to produce and install the signs. There are a total of ninety seven (97) signs that will be installed throughout the City. Ninety (90) of these signs will be produced in-house by the department's sign shop, while the remaining signs will be custom fabricated. Production of the signs will take place throughout the winter months and installation will begin the spring of 2010.

Parks & Recreation Programs & Events – The Watertown Municipal Arena has hosted the Harff, Horton and Lupia Memorial Hockey Tournaments for the Minor Hockey Association. The Hockey Association also held the Bantam Sectional Hockey Tournament on this past weekend bringing teams in from Schenectady, Lake Placid, Massena, Watertown, and Plattsburgh at the Arena. Both Tournaments brought teams in from all over NYS and Canada.

The Figure Skating of Watertown held their annual Figure Skating Competiton on January 16 bringing in competitors from all over the State as well.



Public Skating events total 9127 patrons as of end of January bringing in \$18,254 in admission revenue alone. These figures do not include Rock'n Skate attendance which is at 7,773 and has

brought in \$23,319 in revenue to date. The ASAC (Alcohol Substance Abuse Council of Jefferson County) sponsored three (3) of the Rock'n Skate events to promote a healthy drug free message. Skate rentals just for the Rock'n Skate events have also brought in an additional \$7,724 in revenue.

The second Slip Slide and Skate session is as successful as the first session with 26 skaters enrolled. The Arena is scheduled to close for the season on March 20, 2010 when the hectic spring and summer season begins. The Annual Artic Blast Snow-softball benefit tournament was held this past weekend at the North Side Athletic Complex.



Watertown CitiBus – On January 1, 2010, CitiBus presented riders with an alternative method for paying bus fares with the introduction of the Monthly Unlimited Ride Pass. The pass allows it users' unlimited rides for a month at a cost of \$40. The passes may be purchased on the bus, at the City Comptrollers Office or at the CitiBus Office located on Newell Street. Only twelve (12) passes were sold in January, but after the initial introduction, word of their availability spread and a total of thirty-four (34) passes were purchased in February. Eight (8) of the thirty-four passes were sold at Jefferson Community College.



Additionally, the CitiBus has received approval from the Commissioner of NYSDOT and the Public Safety Board for the updated Safety Plan and submitted the NYSDOT Drug & Alcohol yearly MIS reports for both Watertown CitiBus and Guilfoyle, for ParaTransit. A new part-time bus driver was hired and trained in February and the Transit Supervisor attended the New York Public Transit Association Board Meeting.

New York Power Authority's NYPA 100 MW Solar PV Initiative---In response to our November 2009 letter of interest we have been invited to submit a second round questionnaire to the New York Power Authority detailing the unique geophysical site characteristics as well as probable transmission connect nodes as it relates to the construction of a 100 MW solar photovoltaic system array at the City's closed landfill on Water Street. The paperwork associated with this second round request was submitted on March 4, 2010.

Municipal Waste Reduction and Recycling Capital Project Pre-Application---On March 1, 2010 a pre-application was submitted to the NYSDEC Division of Solid and Hazardous Waste Materials, Bureau of Waste Reduction and Recycling opening dialog with Albany over our request for consideration for a 50% grant for the purchase of new sideload recycle collection units to replace our existing two units. Our existing units were purchased in 1999 under a similar grant program and have seen continuous service over the last eleven years and are scheduled for replacement over the next two years.

WATER DEPARTMENT:

Shared Municipal Services Incentive Grant – A Disinfection By-Products Study to find the most cost effective methods to deal with stricter federal regulations that will affect the treatment processes for water produced at the City of Watertown water treatment facility to deal with the development of disinfection by-products that occur as water passes through and spends time in the distribution systems is proceeding well. The City Council approved the Agreement for Professional Services with Hazen and Sawyer, P.C. at the April 20, 2009 meeting. The study is scheduled to be completed by June 2010, with a final report and recommendations following completion of the data analysis.

The City and the Town of Watertown applied for a \$100,000 grant for the project that will cover 90% of the cost. The City and Town have each agreed to pay 5% or up to \$5,000 each. Work is progressing well on this project and re-imbursements have been coming in from the State and the Town of Watertown in a very timely manner.

Commerce Park Drive Water Main – The City Council approved a budget amendment on September 28, 2009 for funding the cost of extending the water main on Commerce Park Drive to accommodate future development in the area. Bids for pipe and materials were approved by the City Council on October 19th, paving the way for the construction to begin. City Water Department crews will install approximately 800' of 8" water main on this project.

MAP SHOWING PROPOSED WATER MAIN
EXTENSIONS ON COMMERCE PARK DRIVE



In November, City crews installed 235 feet of new 8" water main on the State Way Plaza end of the project. The final connection and disinfection will take place in the spring. The easement for the section on Commerce Park Drive was received in December. That will allow us to install the remaining 565 feet of 8" pipe across from the post Office in the spring to complete the installation and the loop.

Water Treatment Plant - Water plant personnel have assisted our consultants with collecting data and water samples for the work associated with the Disinfection Byproducts Study that is currently being performed on the plant processes and distribution system. The DBP study is approximately 75% complete. Plant personnel are busy with off season maintenance work in the various facilities.

The Chief Operator has been busy with budget preparation and gathering data for the **Annual Water Quality Report** that is due to be distributed to all consumers by May 31st. He works closely with the Water Superintendent on preparation of this document. Final compilation and distribution is made by the superintendent and administrative personnel.

Personnel have been exploring a different platform for the SCADA system in coordination with our Waste Water Treatment Facility personnel and I.T. to determine if there is a better package available that would be beneficial to both plants.

Water Distribution – Distribution crews continued to install and repair water service lines in the City, even in the winter. Since January 1st of this year, five (5) water services have been replaced. Several frozen water service and frozen water meter service calls have been made.

Distribution crews have been busy with the annual inspection and winterization of all City owned fire hydrants. They are responsible for keeping all of the public hydrants shoveled out and maintained so that they are available in the event of a fire emergency. Several hydrants have been repaired, either as a result of motor vehicle accidents, or due to maintenance related issues found during the winterization process. They have also inspected 136 private hydrants throughout the City. The individual property owners and the Fire Department will be advised of the results of the inspections. The owners may hire City crews or a private contractor to make repairs of any deficiencies found during the inspection process. This is done by City crews to help ensure that these hydrants are in good working order in the event that our Fire Department personnel are required to utilize them in the event of a fire on the respective properties.

Distribution crews have responded to and repaired six (6) water mains since January 1st of this year. They have also performed several leak surveys in areas where water was flowing from an unknown source. In most instances, the source turned out to be related to something other than our water system. Crews have assisted consulting engineers in performing fire flow tests in relation to two newly proposed developments, Vision Development Phase II and The Tilted Kilt Pub on Arsenal Street.

We have been working closely with the I.T. Department and Fire Department on the preparation of a GIS hydrant mapping system and updated hydrant and fire flow data base.

Water Meter Replacements – The meter service crew continues to install the radio reading meters as water meters are replaced for various reasons. 288 radio reading units have been installed since July 1, 2009 and there is now a total 1058 radio read units in the system. This is approximately 12.4% of the water meters in the city. Most recently, we have installed 19 of 32 meters planned for the Riverview Plaza Apartments on Newell Street. We continue replacing damaged or outdated meters with radio read style meters, as well as setting these meters in all new installations. Radio reading capability has made reading meters in pit settings much safer and has made reading meters at multiple unit housing developments faster and safer, as well.